Section 2.   Responsibilities

Prior to Emergencies

There are specific day-to-day functions that must be carried out to lessen the possibility of an emergency occurring or if one does, to ensure that the physical environment and staff are not restricted in the emergency response. **Due to the containment nature of this facility, prevention of emergencies is extremely important in our day-to-day functions.**

Management

IRF Management is responsible for ensuring the safety of all staff working in the IRF. To ensure the safety and health of all staff utilizing this facility management will:

- Develop and implement emergency response plans

- Schedule drills associated with emergency response plans and assure compliance with said drills.

Principal Investigator/Supervisor

PIs and supervisors have both their own **personal** responsibilities plus those for the **area** which they supervise within the facility.

Personal

- Know and be capable of demonstrating his\her role.

- Ensure that his\her personal knowledge and skills are current at all times.

- Participate in appropriate education and training activities.

Area

- Ensure that potential risks are identified.

- Ensure that appropriate departmental policies and procedures are written and kept current.

- Ensure that staff is oriented to their roles and responsibilities and emergency equipment via regular participation in scheduled education and training activities.

- Identify staff that, for health reasons, are not capable of or have limitations to participating in emergency response training. Also, clearly articulate the implications for both the staff member and co-workers; e.g. adaptive measures to be undertaken, scheduling implications. Take into consideration time frame of limitation (temporary or permanent).

- Ensure that regular reminders of emergency response activities take place as a normal component of daily operations.
- Ensure the appropriate records are maintained.

General Staff

Responsibilities prior to emergencies are not restricted solely to management personnel. Everyone within the facility must be involved in the program. In order to have the capability to effectively respond to an emergency all staff should be directed to:

- Participate in regularly scheduled education and training activities.
- Notify their manager of any health problems that limit ability to participate in education and training.
- Know and be capable of demonstrating their role or adapted role.
- Know where equipment is located and how to use it.
- Use techniques to refresh memory and apply them as a normal part of day-to-day work, such as "if this happened... I would do..."

In the Event of an Emergency

Emergency Response may be activated by dialling 0 or 9-911 from any telephone in the IRF. Depending upon the emergency, specific response personal shall be activated.

IRF Security Control Desk

When an emergency call is received at the IRF security desk the security officer will**:**

- Dial 9-911 and request the proper emergency response e.g. fire/medical/police.
- Alert the proper RML emergency response personnel e.g. Biosafety Officer, Incident Coordinators, RML HAZMAT team, NIH Police, Occupant Emergency Coordinator.
- Escort the external emergency response personnel to the scene
- Assist with site security

NIH Police

The NIH Police will:

- Assist with emergency response personnel as needed
- Establish site security

Incident Coordinators/Alternate Coordinators

The Incident Coordinators will:

- Serve as a liaison for emergency personnel
- Decides if/when the facility is cleared for return to work
- If necessary, activate the RML Crisis Management Team
- Brief RML staff on the emergency

The Alternate Coordinator will assume these responsibilities in the absence of the Incident Coordinator.

Crisis Management Team (CMT)

The RML Crisis Management Team provides for local (RML) and institutional (NIAID/NIH) assessment, management, and response to any emergency situation that affects RML operations. The CMT is comprised of RML staff representing management, science, safety, Hazmat, maintenance, IT, public affairs, and security.

The Crisis Management Team will:

- Set up a command post location
- Assess the incident and evaluate measures already taken or proposed to deal with the incident.
- Assess any immediate threat or risk to laboratory operations, employees, facilities, the public and the environment, and identify measures necessary to address, abate, or mitigate any residual or ongoing threat or risk. This will include determining the level of any interruption of operations that might transpire.
- Remain current on all information as it becomes available
- Utilize the RML Incident Notification System (Appendix 6)

Biological Exposure Assessment Program (BEAP)

If the emergency involves an incident, exposure or illness involving a work-related infectious agent, the BEAP will be activated. See Section 11 for a complete description of the BEAP.

Occupant Emergency Coordinator

NOTE: The Occupant Emergency Coordinator (OEC) will act as the person in charge in the event of any emergency (i.e. fire, bomb threats, natural and man-made disasters, etc.) in the IRF.

The (OEC) will:

- Take charge, direct and supervise the implementation of the Emergency Evacuations in the IRF. All communications with the IRF Security Control Desk (SCD - located in the front lobby) will be by the fire telephone.

- Give his\her attention to the safety and care of the staff and persons by ensuring that all in danger are moved out of the hazard zone.

- Upon the arrival of the Emergency Response Personnel, inform them of the emergency conditions in the affected area as last known when containment was accomplished.

- Once an assessment has been carried out, report the conditions to the IRF Security Control Desk or if conditions warrant, report to the RML Security Control Center.

- Act on any questions and\or orders given by the Emergency Response Personnel concerning the safety of staff in the IRF.

- Direct evacuation if necessary or as directed by the IRF Security Control Center or Emergency Response Personnel.

General Staff

The general staff will:

- Follow established emergency response procedures put forth in this manual